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CODIB-D-114/1
3 December 1965
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COMMITTEE ON DOCUMENTATION

Revised Draft CODIB Annual Report FY 1965

Attached for telephone concurrence by Monday, 13 December, or if

necessary, for addition to the agenda for the 16 December meeting, is the

draft narrative revised in accordance with discussion during the 65th meeting,

as reflected in CODIB-M-65 of 8 November 1965.

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Secretary

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CODIB-AR-7
3 December 1965

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COMMITTEE ON DOCUMENTATION

Seventh Annual Report

Authorization

The USIB Committee on Documentation (CODIB) operates under DCID 1/4 (New Series) dated 26 June 1959.

Scope

This report covers CODIB activities during Fiscal Year 1965, with an attached checklist (Appendix A) of documents issued; membership during the reporting period is reflected in Appendix B. New developments in information processing in individual member agencies are reflected in Appendix C.

Activities

The main concern during the reporting period was the progress of nine task teams, established after USIB review of the Staff for the Community Information Processing Study (SCIPS); team activities have been reported to USIB quarterly (the latest report distributed as USIB-D-39.7/12, 18 November 1965). The teams held 114 meetings and expended about 20,000 professional man-hours - or about 10 1/2 man years, including the four professionals on full-time assignment on the CODIB Support Staff. A total of 245 substantive team papers and about 100

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additional working papers were generated. Formal CODIB review of the task teams' progress and consideration of other matters of interest resulted in eight meetings and the issuance of 41 staff papers, of which 35 dealt with the team activities.

The Committee's other extant bodies include the Subcommittee on Classification (SCC), a Working Group on Emergency Planning (WGEP) and a Working Group on Remote Systems Input (WGRSI). The SCC did not meet as a body, but individual members met to work up a revision to the Intelligence Subject Code and to discuss a proposal that the DoD area code be adopted as a Community standard (see page 6 below). The WGEP began a revision of its basic document on dispersal of finished intelligence collections. The WGRSI held three formal meetings to review the status of the development of the secure, machine-language by-product typewriter; indicators of difficulty noted during the year multiplied until, after the close of this reporting period, some fairly severe problems had developed. Appropriate corrective steps or alternatives are now being studied.

Membership

Several changes occurred during the reporting period: Lt. Col. F. R. Case was designated Army representative vice Lt. Col. William W. Higgins; Cdr. Alfred R. Olsen, Jr. was named for Navy vice Capt. Donald F. Seaman; Lt. Col. (subsequently, Col.) Byron L. Schatzley succeeded Col. Kevork Ghourdjian as Air Force member; Messrs. A. Sidney Buford, III and Curtis L. Fritz succeeded

Messrs. Edward C. Wilson and Benjamin H. Fisher as State member and alternate, respectively; and Mr. Earl W. McCoy was named FBI alternate vice Mr. Norman F. Stultz. There was no participation in CODIB this year by the AEC.

CODIB Support Staff

The previous report noted preliminary planning for a permanent Secretariat; such was established and includes Messrs. █████████████████████

██████ DIA, both former SCIPS team members, and Messrs. ███████████

████████████████ CIA. During the year they concentrated on the task team activities, participating in each as executive secretary, as well as member, providing much of the research and system development effort.

Issues

The Task Team and CSS Approach

As noted in "Activities" above, the manpower expenditure for the nine ad hoc task teams during the past year exceeded 10 manyears. A considerable part of the year went to developing the terms of reference for each team and getting team members briefed on existing Community practices. Team reports are either not yet in, or have so recently been received that CODIB/USIB action on them is not complete. When they are all in, it would be appropriate to consider the relative merits of continuing in the present task team manner; of expanding the Staff to substitute for task team fact-gathering and reporting-drafting; of assigning executive agency responsibility for solution of a given problem; or of some deliberate combination of these three possibilities.

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The present task team activity stems from USIB action on the SCIPS report; it reflects increased awareness of the need for greater management control in the intelligence data handling (IDH) field and some feel for the probable gain from common problem definitions and selected compatibility and standardization steps. It also reflects accommodation to the real world in which manpower resources remain scarce. Major problem areas today, as in past years, include compatibility, standardization, remote communication links, biographic information exchange, and the proper use of automatic data processing equipment. CODIB's early catalytic efforts were hampered by (a) lack of recognition of and support to information processing as an integral part of the intelligence cycle requiring Community management attention; (b) competition between Community efforts and developing Departmental systems for scarce in-house manpower; and (c) the usual difficulties in attempting change via committee.

Relationships Outside of the Community

Awareness of the "information explosion" problem and of the need for informed management policies concerning ADP equipment is by no means confined to the Intelligence Community. Much is being said about it in the commercial literature, in Congressional committees, in the Bureau of the Budget, in the scientific and technical (governmental and academic) community and, most recently, in the President's Foreign Intelligence Advisory Board. New computer developments, including larger memories and multi=processing capabilities, have led to greater emphasis on centralization of computer equipment; also the rise

in numbers of computers in the Government as a whole has led the BoB and the DoD to increase the pace of ADP standardization.

Bureau of the Budget

There has not been much communication between the BoB and CODIB in the past and current CODIB-related BoB activities are arising outside of the International Division which reviews USIB members' budgets; liaison with and responses to the BoB, and others, will undoubtedly occupy much CODIB attention during FY 1966. For example, BoB, with positive intent and with an eye to economy in ADP, is actively leading Government agencies toward data element standardization, without necessarily being aware of the impact of their efforts, particularly on existing large-scale automated or semi-automated systems. A case in point is the geo-political area code working group established by the BoB during this reporting period to facilitate exchange of information among agencies and to overcome their alleged tendency to think only in terms of departmental interests. ▌▌▌▌▌▌ of the CODIB Support Staff and Mr. Fritz of State (former Director, SCIPS) sit with this group; because of their experience in intelligence data handling and efforts at developing Community codes, they were able to influence the direction of the Group, whose original intent was to settle on a code for standardized computer processing, before they had considered whether they had common agreement on the items to be coded -- there is not, yet, agreement among U.S. Government agencies on the names or geopolitical affiliations of all

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of the world's countries, islands, bodies of water, and the like. Within the Intelligence Community we have acquired experience, both individual and communal, in this small but important facet, and there exists an area code which has been issued as the USIB-Community standard; its current usability or revision was studied by the CODIB Content Control Task Team and will be noted in their report.

Non-USIB Components of DoD

The first inclination of the BoB was to standardize on a two-digit Department of Defense area code since it had recently been promulgated as the standard for all DoD complexes (including intelligence), the USIB-Community code notwithstanding. DoD has big money in computers and computer-backed systems; it is logical for the Bureau to look at expansion of DoD standards to other agencies as the most economic route. But, (a) non-intelligence DoD standards do not necessarily meet Intelligence Community requirements, and (b) certain DoD intelligence standards, reflecting current policy regarding links between DIA and the Theater Commands, are not necessarily the answer for CIA, or others; nor have they yet proved themselves within the DoD intelligence community. Better communication is required between CODIB and non-USIB components of USIB-member agencies, particularly if their ADP standards are apt to carry-over into the intelligence components. It may be necessary for CODIB to task itself with identification of those elements on which standardization can be undertaken and to identify that which is unique to the intelligence community.

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COSATI

The Committee on Scientific and Technical Information (COSATI), in support of White House S&T policy, is establishing certain standards for Government agencies in information handling and information exchange. These impact directly on DoD, NASA, AEC and others – and can, probably will, impact on the Intelligence Community. Their most ambitious effort concerns a national information system, with network connections across the country. CODIB is not represented directly on COSATI, but does have indirect links via the alternate State member, a CIA observer, and our National Science Foundation/National Bureau of Standards associate members. Identification is required of those areas of information handling (whether R&D, data element standardizing, open literature exploitation, or others) which are common between the USIB and non-USIB, or non-governmental, communities.

Premature Standardization within USIB

Concentration, too early, on standardization among the USIB-member departments and agencies will be counterproductive; identification of the basic problems for development now of compatibility steps in system design will be most beneficial. Given the present state of the art plus existing and modifiable R&D efforts, we believe that a three-phase approach is required: (1) attention (and management support) to improving the individual systems in each USIB agency, with projected compatibility monitored by CODIB and the PFIAB Guidance

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and Evaluation Panel [on information handling] through briefings, demonstrations and discussion; (2) improved communication between systems within an agency and like systems between agencies; and (3) development of a Community-wide information network. Certain compressions or accelerations can occur, and some have already occurred (e.g., the Long Distance Xerography /LDX/ network and certain format, coding or descriptive standards now agreed to).

System Design and Line Operation Planning

It is probably true that managers of the existing large-scale systems in operation in the Intelligence Community today are as good as any to be found elsewhere, and the problems of living in a big line production environment, while keeping alert to state-of-the-art or procedural improvements, are significant enough in themselves without adding larger problems such as Community networks. A proper blend of line operations, R&D and planning is essential, and the proper allocation of resources (manpower and money) to the line operations to allow experienced people to move into design without leaving gaps which destroy the heart of the operations is perhaps the key to successful Community planning.

Expansion of CODIB's Field of Vision

CODIB, and information processing, is increasingly concerned with others' activities and is not confinable within easily identified boundaries. Format considerations for input to computer files or microstorage leads to direct interest in COMOR and SIGINT Committee collection-techniques

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planning, in addition to the traditional interest in human source reporting.

All-source design efforts, and, particularly, all-source files and indexing

procedures, have major security considerations which should require USIB

Security Committee and COMOR/SIGINT Committee discussion. The CODIB

Task Team on Research & Development has stimulated concern from the R&D

complexes within DIA, NSA and CIA. The scientific interests of COSATI,

particularly as it includes DoD and State membership, affects system design

within the USIB Community. In line with a new look at management and

coordination of the developing information systems, it is necessary that the

linking role of information processing between collection and production be

acknowledged and introduced at the earliest planning stages, whether in R&D,

collection management or production.

CODIB Fiscal Year 1966 Program

Without doubt, CODIB will devote most of its attention during FY 66 to

the task team reports and the management and procedural implications of their

recommendations. In addition, considerable effort will be devoted to implementation

of the PFIAB recommendations approved by the President and assigned to CODIB

for action after the close of this reporting period. Finally questions concerning

the proper interface of the central reference functions and the ADP processing

activities, including liaison with non-USIB committees and the BoB, will require

increased attention. It promises to be a busy year.

Paul A. Borel
Chairman

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